

St. Emily Parish Queen of Hearts Regulations and Procedures

Queen of Hearts will utilize a manufactured raffle board. The board has a deck of fifty four poker cards (including Jokers). The cards are randomly placed on the board, sealed in production and numbered one through fifty four.

A tumbler shall be used for the mixing of raffle tickets. The board, tumbler and tickets are kept at St. Emily Parish.

The length of each raffle period will not exceed a 120 day period. If the Queen of Hearts is not pulled before the end of the 120 day raffle period, all of the remaining cards will be pulled on the last day until the Queen of Hearts is selected.

Total monies collected for each raffle period will not exceed \$100,000. 50% of the pot is awarded to the winning ticketholder and 50% is allotted to St. Emily Parish.

Tickets are 6 for \$5.00 and are sold at St. Emily Parish Office during regular business hours. Drawings are held every Tuesday evening at 7:00pm in Hajdu Hall (unless a Holiday falls on a Tuesday. An alternative date will then be chosen for that week). Ticket sales will end on the day of each weekly drawing, 5 minutes prior to the drawing.

There is only one name and one card number per ticket. Submitted ticket half must include name, phone number and the chosen card number. Pre-printed labels are acceptable if they fit within the ticket face.

To facilitate raffle accounting, money and completed tickets MUST be submitted together.

Purchaser must be 18 years of age or older. Purchaser who submits winning tickets on behalf of a minor must personally claim all prizes and will be accountable for any/all subsequent tax issues.

The winning ticket serial number must match the provided corresponding ticket. Winner must provide identification (i.e. Driver's License or State I.D.) to claim their prize.

If a ticket is pulled and it does not have a card number or if their number had been previously selected, it will be assigned the lowest available number on the board. (i.e., if the number 1 is available, it will be assigned. Otherwise, the next lowest number will be chosen).

If the Queen of Hearts is not drawn, the pot will roll over to the next week. If a selected card is other than the Queen of Hearts, \$20.00 in tickets will be awarded for the following week.

Tickets are purchased for each single drawing. All raffle tickets are discarded after every weekly drawing.

Winner need not be present at drawing to win.

Each week a paper copy of the board will be displayed at the Parish Office showing available numbers

After each winning raffle game has been fully paid out, the Raffle Game Board shall be retained by St. Emily Parish for no less than 90 days.

St. Emily's Business Manager will use the appropriate forms to submit to the IRS to hold Federal and State Tax. State tax is not required, but will benefit the winner in the long run. St. Emily Parish will withhold all taxes from winnings where applicable. An exempt organization must report raffle prizes if a) the amount paid reduced, at the exempt organization's option, by the wager (the amount a person paid for the chance to win a prize is \$600.00 or more; and b) the payout is at least 300 times the amount of the wager.

All tickets will be accounted for by St. Emily Parish. All rules are subject to change by St. Emily Parish at any time after each weekly drawing.